



Cover Letter Template (for Students & Recent Grads)

Use this guide to write a confident, concise, and personalized cover letter.

[Your Name]

[Your Email] | [Phone Number] | [LinkedIn URL]

[Today's Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP]

Dear [Hiring Manager's Name],

I'm writing to express my interest in the **[Position Title]** role at **[Company Name]**, as advertised on **[where you found it]**. As a **[year in school]** at **[Your University]** majoring in **[Your Major]**, I'm excited about the opportunity to apply my skills in **[relevant area]** while continuing to learn from a team passionate about **[company's mission or work]**.

In my experience as a **[past internship, job, or project]**, I developed strong skills in **[skill 1]** and **[skill 2]** — both of which align with this role. For example, I [describe a relevant achievement or experience briefly]. I'm confident that this background, along with my ability to **[soft skill or trait]**, would allow me to contribute meaningfully to your team.

I'm particularly drawn to **[something specific about the company or role]**, and I'd welcome the opportunity to bring my energy, curiosity, and work ethic to your organization. I've attached my resume and would be thrilled to discuss how I could support your goals in an interview.

Thank you for your time and consideration.

Warmly,

[Your Full Name]



Bonus Tips:

- Always personalize the intro and middle paragraph with something about the company or job.
- Don't repeat your whole resume — pick 1–2 key things and **connect them to the role**.
- Keep it to 3 short paragraphs, max 1 page.